

U.S. GOVERNMENT PUBLISHING OFFICE

Washington, DC

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

COPS Office Publications

as requisitioned from the U.S. Government Publishing Office (GPO) by the

U.S. Department of Justice, Office of Community Oriented Policing Services (COPS Office)

Single Award

**TERM OF CONTRACT:** The term of this contract is for the period beginning Date of Award, and ending April 30, 2018, plus up to four (4) optional 12-month extension periods that may be added in accordance with the "OPTION TO EXTEND THE TERM OF THE CONTRACT" clause in SECTION 1 of this contract.

**BID OPENING:** Bids shall be publicly opened at 11:00 a.m., prevailing Washington, DC time, on April 28, 2017.

**BID SUBMISSION:** Submit bid in pre-addressed envelope furnished with solicitation or send to: U.S. Government Publishing Office, Bid Section, Room C-848, Stop: CSPS, 732 North Capitol Street, NW, Washington, DC 20401. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, Fax No. (202) 512-1782. The program and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2, as revised June 2001. Hand delivered bids are to be taken to: GPO Bookstore, 710 North Capitol Street, NW, Washington, DC, between the hours of 8:00 a.m. and 4:00 p.m., prevailing Washington, DC, time, Monday through Friday. The contractor is to follow the submission instructions posted in the Bid Submission/Opening area. If further instruction or assistance is required, call (202) 512-0526.

**BIDDERS, PLEASE NOTE:** These specifications have been extensively revised; therefore, all bidders are cautioned to familiarize themselves with all provisions of these specifications before bidding.

Abstracts of contract prices are available at <https://www.gpo.gov/gpo/abstracts/abstract.action?region=DC>.

For information of a technical nature, contact Rebecca Swan at [rswan@gpo.gov](mailto:rswan@gpo.gov) or (202) 512-1239.

## SECTION 1.- GENERAL TERMS AND CONDITIONS

**GPO CONTRACT TERMS:** Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6-01)) and GPO Contract Terms, Quality Assurance through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. 8-02)).

GPO Contract Terms (GPO Publication 310.2) – <http://www.gpo.gov/pdfs/vendors/sfas/terms.pdf>.

GPO QATAP (GPO Publication 310.1) – <http://www.gpo.gov/pdfs/vendors/sfas/qatap.pdf>.

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at [www.gpo.gov/pdfs/vendors/contractdisputes.pdf](http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf).

**GPO IMPRINT REQUIREMENT:** The GPO imprint requirement, GPO contract Terms Supplemental Specifications, No. 9, is waived.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes – Level III.
- (b) Finishing (item related) Attributes – Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests – General Inspection Level I.
- (b) Destructive Tests – Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Proofs/Average Type Dimension/ Electronic Media
P-8. Halftone Match (Single and Double Impression)	O.K. Proofs/Electronic Media
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	O.K. Proofs/Electronic Media

Prior to award, contractor may be required to provide information related to specific equipment that will be used for production.

**OPTION TO EXTEND THE TERM OF THE CONTRACT:** The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor not later than 30 days before the contract expires. If the Government exercises this option, the extended contract shall be considered to include this clause except, the total duration of this contract may not exceed five (5) years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the "EXTENSION OF CONTRACT TERM" clause. See also "ECONOMIC PRICE ADJUSTMENT" for authorized pricing adjustment(s).

**EXTENSION OF CONTRACT TERM:** At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

**ECONOMIC PRICE ADJUSTMENT:** The pricing under this contract shall be adjusted in accordance with this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period specified below. Pricing will thereafter be eligible for adjustment during the second and any succeeding performance period(s).

For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause elsewhere in this contract.

For the purpose of this clause, performance under this contract will be divided into successive periods. The first period will extend from Date of Award to April 30, 2018, and the second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Pricing adjustments in accordance with this clause will be based on changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" (Index) published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The economic price adjustment will be the percentage difference between Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending 3 months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending January 31, 2017, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

The Contracting Officer will give written notice to the contractor of any adjustments to be applied to invoices for orders placed during months affected by this clause.

In no event, however, will any price adjustment be made which would exceed the maximum permissible under any law in effect at the time of the adjustment. The adjustment, if any, shall not be based upon the actual change in cost to the contractor, but shall be computed as provided above. The contractor warrants that the paper prices set forth in this contract do not include any allowance for any contingency to cover anticipated increased costs of paper to the extent such increases are covered by this price adjustment clause.

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract.

**POSTAWARD CONFERENCE:** The total requirements of the job as indicated in these specifications, will be reviewed by Government representatives with the contractor's representatives at the Government Publishing Office, immediately after award. At the option of the Government, the postaward conference may be held via teleconference.

**ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS:** A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

**ORDERING:** Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from Date of Award, through April 30, 2018, plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" upon notification by the Government for purposes of the contract when it is electronically transmitted or otherwise physically furnished to the contact in conformance with the schedule.

**REQUIREMENTS:** This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "ORDERING". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "ORDERING" clause of this contract.

#### **PAYMENT:**

Submitting all invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the fastest method of getting paid. The information for using this method can be found at the following web address: <https://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401. For more information about the billing process refer to the General Information of the Office of Financial Management web page located at <https://www.gpo.gov/finance/index.htm>.

**Contractor's billing invoice must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."**

## **SECTION 2.- SPECIFICATIONS**

**SCOPE:** These specifications cover the production of separate covered publications, requiring such operations as electronic prepress, printing in multiple ink colors (including four-color process), binding, packing and distribution.

**TITLE:** COPS Office Publications.

**FREQUENCY OF ORDERS:** Separate orders will be placed for each type of product. No more than two orders will be placed on the same day with the same schedule.

Saddle-Stitched: Approximately 7 to 10 orders per year.

Perfect-Bound: Approximately 3 to 5 orders per year.

**QUANTITY:** Approximately 1,000 to 5,000 copies per order.

### **NUMBER OF PAGES:**

Saddle-Stitched: Approximately 28 to 96 pages (plus cover) per order.

Perfect-Bound: Approximately 96 to 132 pages (plus cover) per order.

### **TRIM SIZES:**

Format "A" for publications up to and including 7 x 9".

Format "B" for publications over 7 x 9" up to and including 8-1/2 x 11".

NOTE: Publications may be ordered album style.

**GOVERNMENT TO FURNISH:** Electronic media will be furnished as follows:

Platform: IBM Compatible with Windows 10.

Storage Media: FTP.

Software: Adobe Creative Suite CS 6 or higher (Adobe InDesign, Adobe Illustrator, Adobe Photoshop, and Adobe Acrobat).

All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished/embedded, as applicable.

The contractor is cautioned that furnished fonts are the property of the Government and/or its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

Additional Information: Files will be furnished in both native application and/or PDF format.  
All graphics and illustrations will be furnished in place within electronic files.  
Pantone Matching System and CMYK will be used for color identification.  
GPO Form 952 (Desktop Publishing- Disk Information) will be furnished.

One reproduction proof, Form 905 (R. 6/03) with labeling and marking specifications.

Identification markings such as register marks, commercial identification marks of any kind, etc., carried on the electronic media, must not print on finished product.

**CONTRACTOR TO FURNISH:** All materials and operations, other than those listed under "GOVERNMENT TO FURNISH," necessary to produce the product(s) in accordance with these specifications.

The contractor must be able to accept files electronically via a contractor-hosted FTP server. Appropriate log-on instructions and protocol must be provided at the time of award. The contractor must provide necessary security for the FTP, which at a minimum, must have a unique user ID and password.

**ELECTRONIC PREPRESS:** Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the ordering agency.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

All halftones are to be 175-line screen or finer.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions. If contractor makes minor revisions, the contractor will furnish final files to Government.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary file formats other than those supplied, unless specified by the Government. The Government will accept PDF files as digital deliverables when furnished by the Government.

**PROOFS:** Proofs will be ordered as required and will be specified on the print order.

If contractor is producing the publications via offset printing:

Two (2) sets of digital color content proofs. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi. Proofs must be created using the same Raster Image Processor (RIP) that will be used to produce the product. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size of the product, as applicable.

Two (2) sets of digital one-piece composite laminated halftone proofs on the actual production stock (Kodak Approval, Polaroid PolaProof, CreoSpectrum, or Fuji Final Proof) with a minimum resolution of 2400 x 2400 dpi. Proofs must contain color control bars (such as Brunner, GATF, GRETAG, or RIT) for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers and must show areas consisting of minimum 1/8 x 1/8" solid color patches; tint patches of 25, 50 and 75%; dot gain scale; and gray balance patches for process color (if applicable). These areas must be repeated consecutively across the sheet. Proofs must show dot structure.

In lieu of digital one-piece laminated proofs, at contractor's option, two (2) sets of inkjet proofs that are G7 profiled and use pigment-based inks may be submitted. A proofing RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles Technology, and meets or exceeds industry tolerance to ISO 12647-7 standard for Graphic Technology (as of 3/19/09, and future amendments) must be utilized. Output must be a minimum of 720 x 720 dpi on a GRACoL or SWOP certified proofing media. Proofs must contain the following color control strip to be evaluated for accuracy: IDEAlliance ISO 12647-7 2009.

The make and model number of the proofing system utilized shall be furnished with the proofs. These proofs must contain all elements, be in press configuration and indicate margins. Proofs will be used for color match on press. Direct to plate must be used to produce the final product with a minimum of 2400 x 2400 dpi.

NOTE: Pantone colors may be substituted with a similar color (with the exception of process yellow) but may not be built out of the four color process colors. (This requirement does not apply to inkjet proofs.) Contractor to submit ink draw downs on actual production stock of Pantone colors used in job.

If contractor is producing the decals via digital printing:

Two (2) sets of digital color one-off proofs created using the same output device that will be used to product the final printed product on the actual production stock. Proofs shall be collated with all elements in proper position (not pasted up), imaged face and back, trimmed and folded to the finished size/format of the product, as applicable. Proof will be used for color match on the press on the production run.

If any contractor errors are serious enough in the opinion of GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of a written notice of "O.K. to print."

**STOCK/PAPER:** The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated March 2011.

Government Paper Specification Standards No. 12 – [http://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](http://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

All text paper used in each copy must be of a uniform shade. All cover paper must have the grain parallel to the spine.

The paper to be used will be indicated on each print order.

*Text:* White Dull Coated Offset Book basis weight: 60, 70, and 80 lbs. per 500 sheets, 25 x 38", equal to JCP Code A260.

*Cover:* White No. 1 Coated Cover, Gloss-Finish, basis weight: 80 and 100 lbs. per 500 sheets, 20 x 26", equal to JCP Code L11.

## **PRINTING:**

At contractor's option, the product may be produced via conventional offset or digital printing provided that Quality Level III standards are maintained. Final output must be wet ink, pigment-based with a minimum of 175-line screen. Dry ink/toner and inkjet printing are not acceptable. Output must be at a minimum resolution of 2400 x 2400 dpi plus a RIP that provides an option for high quality color matching such as Device Links Technology and/or ICC Profiles. Resolution that is enhanced or simulated by software will not be acceptable.

*Text:* Print head-to-head in one to four ink colors or four-color process. Four-color-process pages may be scattered throughout.

*Covers:* Print head-to-head in four-color process.

When specified on the print order, flood and/or spot coat (after printing) the printed surface of the text and cover pages 1, 4, and spine with aqueous coating to prevent scratching and smearing.

Match Pantone number as indicated on the print order.

All products printing in four-color-process must be printed on a press capable of printing four colors in a single pass through the press (minimum four printing units).

**NOTE:** The GPO Imprint line must not appear on the finished product.

**MARGINS:** Margins will be as indicated on the print order or furnished electronic files. All products may bleed one to four sides.

**BINDING:** Various binding styles will be ordered. Print orders will contain complete binding instructions.

Saddle-wire stitch in two places and trim three sides. Each product must contain complete four-page signatures after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

Perfect-bind text and wraparound cover. Trim three sides. Score Covers 1 and 4 approximately 1/4" from edge of spine. Securely glue the front and back covers to the first and last text pages between the cover score and the bind.

**PACKING:** Pack in shipping containers not to exceed 45 pounds when fully packed. Pallets are required.

All shipments which fill less than a shipping container must be packaged with materials of sufficient strength and durability and in such a manner which will guarantee that the product will not be damaged and the package will not open nor split during shipment.

**LABELING AND MARKING:** Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

**DEPARTMENTAL RANDOM COPIES (BLUE LABEL):** All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to certify that copies were selected as directed using GPO Form 917-Certificate of Selection of Random Copies (located on GPO.gov). The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50
3,201 - 10,000	80
10,001 - 35,000	125

These randomly selected copies must be packed separately and identified by a special label (GPO Form 2678-Departmental Random Copies (Blue Label) that must be printed on blue paper and affixed to each affected container. This form can be downloaded from GPO.gov. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution lit.

A copy of the print order/specification and a signed Government-furnished certificate of selection must be included.

A copy of the Government furnished certificate must accompany the invoice sent to the U.S. Government Publishing Office, Financial Management Services, for payment. Failure to furnish the certificate may result in delay in processing the invoice.

**QUALITY ASSURANCE RANDOM COPIES:** In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to certify that copies were selected as directed using GPO form 917-Certificate of Selection of Random Copies (located on GPO.gov). Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award. A copy of the Print Order must be included with the samples.



Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers must be furnished with billing as evidence of mailing

**DISTRIBUTION:** Deliver all copies f.o.b. destination to: COPS – Zimmerman Associates, Inc. Distribution Center, 7380 Coca Cola Drive, Suite 112, Hanover, MD 21006, Attention: Jay Handelman, Manager.

**NOTE:** Government may ask for copies to be shipped elsewhere and will provide billing information for such shipments.

All pickups and deliveries of proofs, and completed orders must be made between 8:30 a.m. and 5:00 p.m.

Upon completion of each order, contractor must notify the ordering agency (on the same day the order delivers) via email to the address as indicated on the print order. The subject line of the email shall be "Distribution Notice for Program 11-S, Print order XXXXX, Jacket Number XXX-XXX." The notice must provide all applicable tracking numbers, delivery methods, and title of product. Contractor must be able to provide copies of all delivery/shipping receipts upon agency request.

Upon completion of each order, all digital deliverables, and five (5) sample copies must be returned to U.S. Department of Justice, Office of Community Oriented Policing Services, COPS Publications, Two Constitution Square, 145 N Street, NE, 11<sup>th</sup> Floor, Washington, DC 20530 (for overnight delivery, the zip code is 20005), Attn: Esteban Hernandez.

For each print order submitted for payment, the contractor must send a copy of each page of itemized invoice submitted for billing to Esteban Hernandez at the Washington, DC address indicated above.

All expenses incidental to submitting proofs, and furnishing sample copies must be borne by contractor, as applicable.

**SCHEDULE:** Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

Print order and furnished material will be submitted via FTP.

Proofs must be picked up from and delivered to Esteban Hernandez at the Washington DC address indicated above, as applicable.

No definite schedule for placement of orders can be predetermined.

The following schedules begin the workday after notification of the availability of print order and furnished material; the workday after notification will be the first workday of the schedule.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

When an accelerated schedule is required, it will be indicated on the print order.

Regular Schedule:

WD After

When proofs are ordered:

Contractor must submit all required proofs .....	4
Contractor must pickup proofs .....	3
Contractor must complete production and distribution .....	8

When proofs are not required:

WD After

Contractor must complete production and distribution ..... 8

Accelerated Schedule:

Approximately 10% of all orders will require an accelerated schedule.

When proofs are ordered:

WD After

Contractor must submit all required proofs ..... 2

Contractor must pickup proofs ..... 2

Contractor must complete production and distribution ..... 4

When proofs are not required:

Contractor must complete production and distribution ..... 4

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination specified.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

For compliance reporting purposes, the contractor is to notify the U.S. Government Publishing Office of the date of shipment or delivery. Upon completion of each order, contractor must contact the Shared Support Services Compliance Section via email at [compliance@gpo.gov](mailto:compliance@gpo.gov); via telephone at (202) 512-0520; or via facsimile at (202) 512-1364. Personnel receiving email, call or facsimile will be unable to respond to questions of a technical nature or to transfer any inquires.

### SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "SCHEDULE OF PRICES" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

**PREMIUM PAYMENTS:** Orders requiring an accelerated production schedule will be paid for at the premium rate in accordance with the contractor's offered percentage in the "SCHEDULE OF PRICES".

All other orders will be placed with the required regular schedule and paid for at the basic prices offered.

Percentages offered for premium priced work are additional to the basic prices offered for units of work. Premium payments, when authorized, will apply to all items except Item III. "PAPER" in the "SCHEDULE OF PRICES."

Failure of the contractor to deliver work at the time specified will result in disallowance of premium payments that were anticipated and the contractor will not list such items on his invoice.

It is estimated that 10% of the orders placed on this contract will require an accelerated schedule. Premium payments for an accelerated schedule will be evaluated for award. Evaluation will be effected by applying the percentage increase, offered for the accelerated schedule in the "SCHEDULE OF PRICES" (Item IV.), to 10% of the prices offered for all items except Item III. "PAPER."

The following item designations correspond to those listed in the "SCHEDULE OF PRICES."

I.	(a)	316	
	(b)	652	
	(c)	20	
	(d)	32	
	(e)	1	
	(1)		(2)
II.1.	(a)	68	170
	(b)	68	170
	(c)	20	40
	(d)	6	14
	(e)	94	224
	(1)		(2)
2.	(a)	304	608
	(b)	304	608
	(c)	80	160
	(d)	12	24
	(e)	400	800
	(1)		(2)
3.	(a)	96	192
	(b)	96	192
	(c)	112	224
	(d)	4	8
	(e)	212	424

	(1)	(2)
4. (a)	132	330
(b)	132	330
(c)	112	336
(d)	4	11
(e)	248	677
	(1)	(2)
III. (a)	96	44
(b)	85	625
(c)	20	160
(d)	4	4
(e)	14	35

## SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government. Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the DETERMINATION OF AWARD) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All invoices submitted to the GPO shall be based on the most economical method of production. Fractional parts of 1,000 will be prorated at the per-1,000 rate.

***Contractor's billing invoices must be itemized in accordance with the line items in the "SCHEDULE OF PRICES."***

A charge will be allowed for each text page, whether printed or blank. Unless otherwise specified, no more than three blank pages shall be permitted at the end of the text for saddle-stitched products. Cost of all required paper must be charged under Item III. "Paper".

### I. PREPRESS:

NOTE: If contractor is producing the products via digital printing, the cost of digital one-off proofs must be charged under 1. (a) and 1. (b).

- (a) Digital color content, or similar proofs  
up to and including up to 7 x 9" ..... per trim/page-size unit ..... \$ \_\_\_\_\_
- (b) Digital color content, or similar proofs,  
over 7 x 9", up to and including 8-1/2 x 11" ..... per trim/page-size unit ..... \$ \_\_\_\_\_
- (c) Digital one-piece composite laminated halftone proofs,  
up to and including 7 x 9" ..... per trim/page-size unit ..... \$ \_\_\_\_\_
- (d) Digital one-piece composite laminated halftone proofs,  
over 7 x 9", up to and including 8-1/2 x 11" ..... per trim/page-size unit ..... \$ \_\_\_\_\_
- (e) System Timework.....per hour ..... \$ \_\_\_\_\_

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charges made under "System Timework" must be supported by a statement outlining in detail the operations for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to operations and/or number of hours chargeable.

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(Initials)

**II. PRINTING, BINDING, PACKING AND DISTRIBUTION:** Prices offered shall include the cost of all required materials and operations necessary for the complete printing, binding, packing and distribution of the product listed in accordance with these specifications.

**1. SADDLE-STITCH PRODUCTS (up to and including 7 x 9" including binding):**

	<u>Makeready and/or Setup (1)</u>	<u>Running Per 1,000 Copies (2)</u>
(a) Printing text pages in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Printing text pages in each additional ink color . per color/per page .....	\$ _____	\$ _____
(c) Printing text pages in four-color process..... per page.....	\$ _____	\$ _____
(d) Printing Covers 1 and 4 or 2 and 3 in four-color-process .....per side.....	\$ _____	\$ _____
(e) Aqueous Coating for Text, and Covers 1 and 4 ..... per page.....	\$ _____	\$ _____

**2. SADDLE-STITCH PRODUCTS (over 7 x 9 up to and including 8-1/2 x 11" including binding):**

(a) Printing text pages in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Printing text pages in each additional ink color...per color/per page .....	\$ _____	\$ _____
(c) Printing text pages in four-color process..... per page.....	\$ _____	\$ _____
(d) Printing Covers 1 and 4 or 2 and 3 in four-color-process .....per side.....	\$ _____	\$ _____
(e) Aqueous Coating for Text, and Covers 1 and 4 ..... per page.....	\$ _____	\$ _____

**3. PERFECT-BOUND PRODUCTS (up to and including 7 x 9" including binding):**

(a) Printing text pages in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Printing text pages in each additional ink color....per color/per page .....	\$ _____	\$ _____
(c) Printing text pages in four-color process..... per page.....	\$ _____	\$ _____
(d) Printing Covers 1 and 4 or 2 and 3 in four-color process.....per side.....	\$ _____	\$ _____
(e) Aqueous Coating for Text, and Covers 1, 4, and spine ..... per page.....	\$ _____	\$ _____

\_\_\_\_\_  
(Initials)

**4. PERFECT-BOUND PRODUCTS (over 7 x 9 up to and including 8-1/2 x 11" including binding):**

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
(a) Printing text pages in a single ink color ..... per page.....	\$ _____	\$ _____
(b) Printing text pages in each additional ink color...per color/per page .....	\$ _____	\$ _____
(c) Printing text pages in four-color-process ..... ..per page.....	\$ _____	\$ _____
(d) Printing Covers 1 and 4 or 2 and 3 in four-color process.....per side.....	\$ _____	\$ _____
(e) Aqueous Coating for Text, and Covers 1, 4, and spine ..... per page.....	\$ _____	\$ _____

**III.PAPER:** Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the products ordered. The cost of any paper required for makeready or running spoilage must be included in the prices offered.

Computation of the net number of leaves will be based on the following:

Covers - Two page-size leaves will be allowed for each complete cover. Prices offered must include the cost of paper for backstrip, when required.

Text - Each page-size leaf.

	<u>Per 1,000 leaves</u>	
	<u>FORMAT A</u>	<u>FORMAT B</u>
	Up to and including 7 x 9" (1)	Over 7 x 9" Up to and including 8-1/2 x 11" (2)
(a) White Dull Coated Offset Book (60-lb.).....	\$ _____	\$ _____
(b) White Dull Coated Offset Book (70-lb.).....	\$ _____	\$ _____
(c) White Dull Coated Offset Book (80-lb.).....	\$ _____	\$ _____
(d) White No. 1 Coated Cover, Gloss-Finish (80-lb.).....	\$ _____	\$ _____
(e) White No. 1 Coated Cover, Gloss-Finish (100-lb.).....	\$ _____	\$ _____

**IV PREMIUM PAYMENTS:** Premium payments will apply to all items except Item III. "PAPER" required to produce the product ordered. This is only authorized for orders placed on the "Accelerated Schedule".

Percentage increase ..... %

\_\_\_\_\_  
(Initials)

**INSTRUCTIONS FOR BID SUBMISSION:** Fill out "Section 4.-SCHEDULE OF PRICES" initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) of the "SCHEDULE OF PRICES" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE OF PRICES" will prevail.

Bidder \_\_\_\_\_

\_\_\_\_\_  
(City - State)

By \_\_\_\_\_  
(Signature and title of person authorized to sign this bid)

\_\_\_\_\_  
(Person to be contacted)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(Email Address)